

FUNCTIONAL JOB TASK LIST (FJTL)

EMPLOYEE NAME: Grade VIII Finance Coordinator

EVALUATION PERIOD:

- Hospital Lab Claims/Denials
- Port of Hopes finance liaison
- Prepare annual POH budget, perform annual audit of financial statements, and review monthly financial reports.
- Policy and Procedure Committee member
- Prepare monthly ASO accrual
- Prepare monthly Group Home rent accrual
- Prepare monthly GAP Pool Board Reports
- Record monthly sales tax from the Galley
- Prepare monthly Wrap Around accruals
- Bank Entries - Review and Post Monthly Cash Receipts, State of Michigan / 3rd Party Ins. Revenue, R10 Revenue. Review and post Credit Card Receipts / EBT Receipts / Cash receipts / Credit Card Fees. Review Bank Statements and prepare entry for bank transfers, Cash Payments.
- Prepare and post all Region 10 AR & Revenues
- Monthly Due From entry and reconciliation (R10, Adv. Care, Peoples Clinic, Misc. reclassifications etc.)
- Accounts Receivable (Fee For Service)
- Special Funds Reconciliation and Reporting (PA-423)
- Prepare Quarterly Community Foundation transactions
- Prepare and analyze monthly Funding Source Report
- Prepare and Analyze Year End Reporting/ Rate Calculations
- Backup - Review AP weekly, or as needed, prior to posting
- Additional tasks and projects as requested

Signatures are required for a new FJTL, at the time of Annual Evaluation, or any time significant revisions are made.

Employee Signature

Date

Supervisor Signature

Date